http://www.fema.gov/hazard/flood/coping.shtm http://www.archives.gov/preservation/disaster-response/guidelines.html Saving Family Treasures Guidelines

- Books or Bound Volumes
- Family Papers or Other Archival Documents
- General Recovery Guidelines
- <u>Magnetic Media, Audio and Video</u>
- Photographs (Film and Prints)

Guidelines for the care of some of the more common materials to be affected by a natural disaster or other emergency are listed below.

• The listed web sites and recovery guidelines provided are in no way an exhaustive list.

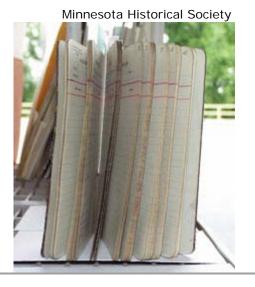
General Recovery Guidelines

- <u>General Information on What to Do with Wet Records</u>
 National Archives and Records Administration
- <u>Emergency Salvage of Flood Damaged Family Papers</u> National Archives and Records Administration
- <u>Emergency: If you're First...</u> American Institute for Conservation of Historic and Artistic Works (AIC)
- Save Your Treasures the Right Way
 Heritage Preservation, Heritage Emergency National Task Force
- <u>Tips for the Care of Water-Damaged Family Heirlooms and Other Valuables</u> American Institute for Conservation of Historic and Artistic Works (AIC)
- <u>Salvage at a Glance</u> by Betty Walsh, Western Association for Art Conservation
- Fire Recovery: A Case Study

by Susan Page, National Archives and Records Administration

Family Papers or Other Archival Documents

- Emergency Salvage of Flood Damaged Family Papers
 National Archives and Records Administration
- <u>Procedures for Salvage of Water Damaged Library Materials</u> by Peter Waters
- <u>Emergency Salvage of Wet Books and Records</u>
 Northeast Document Conservation Center
- <u>Salvage at a Glance</u> by Betty Walsh, Western Association for Art Conservation
- <u>Salvage Operations for Water Damaged Archival Collections</u>: <u>A Second Glance</u> by Betty Walsh, Western Association for Art Conservation
- Paper: " Framed or Matted, Preparation for Drying
 Minnesota Historical Society
- <u>Coated Paper</u> (Including linen drawings and sensitized coatings such as thermofax) Minnesota Historical Society
- Vellum and Parchment: Bindings and Documents



Bound Volumes

- 1. Fan the book open
- 2. Place small strips of thin white paper approximately every 1/4 inch close to the spine

3. Allow the book to dry

Books or Bound Volumes

- <u>Procedures for Salvage of Water Damaged Library Materials</u> by Peter Waters
- <u>Air-Drying Wet Records, Volumes or Other Books</u>
 Alabama Department of Archives and History
- <u>Saving Water-Damaged Books</u>
 Federal Emergency Management Agency (FEMA)
- <u>Emergency Salvage of Moldy Books and Records</u> Northeast Document Conservation Center
- <u>Cloth or Paper Book Covers</u>
 Minnesota Historical Society
- Leather or Vellum Book Covers
 Minnesota Historical Society
- <u>Scrapbooks</u>
 Minnesota Historical Society

Photographs (Photographic Film and Prints)

- <u>Saving Photographs after the Flood</u> American Institute for Conservation of Historic and Artistic Works (AIC)
- <u>Photographs and Transparencies Salvage Priorities</u>
 Minnesota Historical Society
- <u>Emergency Salvage of Wet Photographs</u>
 Northeast Document Conservation Center
- <u>Microfiche</u>
 Minnesota Historical Society
- <u>Microfilm and Motion Picture Film</u>

Minnesota Historical Society

Magnetic Media, Audio and Video

- Damage Mitigation and Recovery, Magnetic Media
 by Peter Brothers
- <u>Magnetic Media: Reel-to-Reel Tapes</u>
 Minnesota Historical Society
- <u>Magnetic Media: Computer Diskettes</u>
 Minnesota Historical Society